



## ***10 Facts for Obtaining a Certificate of Occupancy***

1. Building permits obtained for new construction, to establish or change use or major renovations require a certificate of occupancy.
2. In most cases, a certificate of occupancy requires inspections by ALL disciplines which include buildings, mechanical, electrical, plumbing and elevators (if applicable.) If no changes or permits were obtained in these areas, special (survey) inspections shall be required.
3. Before requesting certificate of occupancy, please be certain that inspections in ALL disciplines have been approved.
4. Inspections are valid for up to one year, otherwise a re-inspection may be required.
5. Request for certificate of occupancy can be submitted via email, fax or in person in Room 408. (Applications are available on line or in Room 408.)
6. Applicant information (contractor, company/owner or authorized person) must be on the request forms as it appears on the building permit.
7. Please provide ALL permit numbers pertaining to the project on the certificate of occupancy request form.
8. The address on ALL permits must correspond.
9. Please indicate specific building location, floor, suite # or area if applicable.
10. Please fill out application COMPLETELY. Information requested on the form must be provided. (Incomplete applications may result in delayed processing.)

Note: This guide is intended to provide you with sufficient information to help with obtaining a certificate of occupancy for construction.

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# City Of Detroit

## Buildings, Safety Engineering & Environmental Department

### Request for Certificate Of Occupancy (C of O)

In order to apply for a Certificate of Occupancy, inspections by all disciplines should have passed on a permanent or temporary basis. **The Company, Agent, Owner or General Contractor must provide all permit numbers pertaining to this C of O request. All permit numbers must be included on this request form for each discipline as noted below or proof of "special inspection", or your request turn around time may be lengthened.**

#### UNDER NORMAL CIRCUMSTANCES THIS PROCESS USUALLY TAKES 3-5 BUSINESS DAYS

To expedite the process, providing a Certificate of Acceptance (C of A) for all permit numbers of each discipline will be your verification that there are no outstanding violations and that part of the project is complete. A Temporary C of O can also be requested, please indicate length of time desired.

Date: \_\_\_\_\_

I hereby request a Certificate of Occupancy for:

Address \_\_\_\_\_ Floor/Area/  
Suite # \_\_\_\_\_  
PROJECT # PRJ \_\_\_\_\_ A.K.A. \_\_\_\_\_

Building Permit	*	Fire Alarm	_____
Mechanical Permit	*	*	_____
	*	*	_____
	*	*	_____
Electrical Permit	*	Fire Alarm	_____
	*	*	_____
	*	*	_____
	*	*	_____
Plumbing Permit	*	*	_____
	*		_____
Elevator Permit	*		_____

Company, Agent or Owner (please print) \_\_\_\_\_

Email \_\_\_\_\_

Phone # \_\_\_\_\_

Fax# \_\_\_\_\_

For questions please call **Keya Mitchell 313-628-2712** or **Latonya Emanuel 313-628-2711**  
fax 313-628-2635

Request can also be emailed to [mitchellke@detroitmi.gov](mailto:mitchellke@detroitmi.gov) or [emanuell@detroitmi.gov](mailto:emanuell@detroitmi.gov)

\*\*\*\*\*ALL APPLICABLE PERMIT NUMBERS MUST BE LISTED\*\*\*\*\*